



Full Governing Board - Minutes

Meeting Date: 21 June 2018
Meeting Venue: TG9, Temple Grove, Gildredge House
Meeting Time: 5:15pm

Governors: Julian Mace (JM), Chair
Louise Baxter (LB)
Alison Allart (AA)
Selene Edwards (SE)
Gabrielle Mace (GM)
Sara McKenna (SM)
Martyn Ashley Taylor (MT)
Steven Blower (SB)
Trevor Scott (TS)
Fiona Walker (FW)

Ex officio: Stuart Reeves, Head Teacher (SRv)

Also in attendance: Paul Barber (DHT) *Deputy HT – Teaching & Learning*
Catherine Geldard (AHT-HLS) *Assistant HT - Head of Lower School*
Danny Simmonds (AHT-B&A) *Assistant HT - Behaviour & Attendance*
James Towner (AHT-A&C) *Assistant HT – Assessment & Curriculum*
Janice Logan (DFA) *Director of Finance & Administration*

Clerk to Governors: Steve Quayle (SQ)

Apologies: Paul Amos (PA)
Rachel Moreton (RM)
Joel Newman (JN)
Matt West (MW)

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Item		Action	Date
1.	<p>Welcome and apologies for absence</p> <ul style="list-style-type: none"> Chair welcomed Governors to the penultimate FGB of the school year. SRv handed round the Governor's GDPR form for Governors to sign and return. Chair accepted apologies from PA, RM, JN and MW. 		
2.	<p>Declarations of Interests</p> <ul style="list-style-type: none"> Various Governors declared an interest in respect of their children who attend the school. Two Governors declared an interest in respect of a relative who works at the school. 		
3.	<p>Minutes of the Governing Board Meeting – 3 May 2018</p> <ul style="list-style-type: none"> Chair approved the minutes as an accurate record of the 3 May 2018 with a few small changes, so will be signed at the next FGB in July. Chair approved the pink paper as an accurate record of the 3 May 2018 with a few small changes, so will be signed at the next FGB in July. <p><i>A 'Pink Paper' refers to items which relate to:</i></p> <p><i>i) a named person who works, or who it is proposed should work, at the school; or</i></p> <p><i>ii) to a pupil at, or candidate for admission to, the school; or</i></p> <p><i>iii) to any other matter that, by reason of its nature, the Governing Board is satisfied should remain confidential.</i></p> <p><i>The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013; Regulation 15(3): www.legislation.gov.uk/uksi/2013/1624/regulation/15/made.</i></p>	<p>Chair</p> <p>Chair</p>	<p>Jul FGB</p> <p>Jul FGB</p>
4.	<p>Action Summary Report</p> <ul style="list-style-type: none"> Chair talked Governors through the Action Summary Report and updated a number of actions. 		
5.	<p>Headteacher's Report</p> <ul style="list-style-type: none"> SRv talked Governors through his report: We will be almost fully staffed from September. We are losing 11 staff and replacing them with 7, which will bring our staffing costs much closer to target. SRv has appointed the new HR Manger who starts on 9 July. The SDP is making good progress. The SEN review has taken place, and he has sent AA a copy who has gone through the report and will send her feedback to SRv. The Working Group has met to redefine the roles of Foundation and FOGH. SRv also presented some artist impression type images of the proposed work to the Sports Hall which has been worked up for free. There has been 2 visits from language schools who have offered warm words and SRv is meeting a potential investor in July who may be interested in a link school. SRv is working towards the school achieving several kite marks. Governors asked about potential staff sickness as a result of staff workload increases concerning stress, SRv confirmed it is a concern as the responses to the staff survey shows that staff would like more time and more resources, neither of which are possible with current financial pressures. He also suspects these pressures will only get worse going forwards with less staff in place next school year. SRv commented that this is typical across all schools, but at GH we previously had more capacity than many other schools had so the difference from then to now is more noticeable for us than at 	<p>AA</p>	<p>ASAP</p>

	<p>other schools who were already stretched. Governors asked about the Behaviour Coordinator and whether this is different from the role that AHT-B&A holds, and SRv confirmed it is additional and a new role in its own right.</p> <p>FW joined meeting at 5.35pm</p> <ul style="list-style-type: none"> SRv continued that this is a position for teaching learning and coping techniques and for working with staff to develop strategies. AHT-B&A confirmed it is non-teacher role. The staff members present expressed pleasure about this recruitment. Further to SRv's comment, Chair briefly talked Governors through the SDP. Governors asked about numbers for the sixth form. SRv confirmed there have been 79 offers of which 59 have accepted. Governors asked if we routinely ask these students if they have applied elsewhere. Governors asked if we have learned lessons from previous years about how to get people into the sixth form. SRv confirmed the SLT already has intelligence about the current Year 10 but we need to get richer information by trying to get specifics from students without tying them down to subjects. Governors asked how many of the 59 are our internal students, SRv said about 41; those whom we could accommodate all of their choices. Governors said it is a shame that it was optional to come to the Sixth Form Taster Day because other colleges make this compulsory, SRv agreed. PINK PAPER A Governors asked how we can support Year 10s towards their choices and it was suggested that teachers should be talking to students in terms which imply an expectation for them to stay on into the sixth form. Governors asked how we can help to promote the sixth form to a wider audience, SRv said we need to treat the 11-16 schools in Eastbourne as feeder schools and the law now requires them to promote sixth form provision in their local area so this should help us. DHT said the school has also written to Year 11s who have said they're not coming back to the sixth form to keep them warm because, anecdotally, some of them feel a bit lost since they left, and this will also include talking to them on GCSE results day. DHT argued no school knows for certain how many students they are going to come to the sixth form. Governors asked if the sixth form strategy group is still active, Chair agreed this would be a good forum to focus on all this. SRv asked if Governors would like this group to meet before the summer holidays or afterwards. Chair advised it seemed sensible to wait until the new Director of Sixth Form starts in September. Governors offered to provide support in August if it is needed. Governors asked when we start enrolling sixth formers because sometimes it's whoever gets in first because of taking deposits and getting books ordered etc, which makes it harder for them to leave, so do we need to get in early. Chair said we have talked about this before and some colleges have more experience than us and different processes. SRv advised we can enrol them on GCSE results day and phone the ones from other schools and make offers over the phone. Governors said what have we learnt in the past is that sixth form students said they felt thrown in the deep end on day one and during the first week and they had no time to bond with other students, and this year this is even more acute because we will be having external and internal students together. SRv advised a team building day is planned early on. Governors asked about the attendance at the Year 10 Information Day, and DHT said he felt it was more positive and had been planned more strategically and robustly than in the past, partly due to the involvement of the new Director of Sixth Form and Head of Year 11, but there were still things we could do better, ie. in relation to representation from all the subjects we are planning to offer. DHT advised one thing we have learnt from previous recruitment rounds is that we need to start these conversations with students earlier and we should start using the options process in Year 9 to inform the A-Levels process and hold discussions about careers then. DHT confirmed he did not know the number of people who attended the open session but 	<p>SRv</p> <p>SRv</p>	<p>18/19 School Year</p> <p>Sept 18</p>
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	<p>he would be interesting in learning the ratio between internal and external students. SRv commented that one factor that works against us is the size of our Year groups of 120, because even if 60%-70% of them achieved 5+ good grades, which would be extraordinary, that would still only likely give us around 70 students and we would still need to rely on intake from other schools to reach the numbers we need. SRv feels we may ultimately develop a reputation for the Sciences, Maths, Further Maths, English, Geography and History, whereas the College may earn a reputation for more vocational subjects, but this worries him somewhat about how we keep all of our students buoyant about our offer, and we would run the risk of becoming perceived as quite elitist.</p> <ul style="list-style-type: none"> • Chair advised newer Governors that the school always planned to have a full size Sports Hall when it opened but the money for this was taken back by the Government due to financial constraints. • Professional bid-writing; SRv confirmed some subject teachers have managed to acquire some funding, but not much success so far in capital projects. Vice Chair offered to help in this regard as she has professional experience of bid-writing. • Governors talked about the possibility of borrowing capital to do some of the proposed building works with a view to repaying the loan from the revenue generated. Governors said we need some more certainty about costs and better info regarding Masters House. SRv said it has recently been suggested we may need to spend more money than was originally envisaged. SRv said in his view we need to park the idea of borrowing more money until we have finalised our settlement with the ESFA regarding repayment of our loan and the PNA, unless Governors think we should make a joint bid for more funding at the same time, but the timeframes we have to do so are very tight. Governors said we should do the analysis now to inform our proposals to the ESFA. SRv suggested about £1m would provide us with a great asset in Masters House. SRv ran through some financial possibilities and some modelling he could work on to calculate the likely repayments and feasibility of using revenue to repay it. SRv reminded Governors we would still need permission from ESFA to borrow the money from elsewhere. Governors asked SRv to model borrowing £1m against the gross income MH is likely to generate. Governors suggested we may be able to obtain funding from elsewhere, such as the Public Works Loan Board at 2% interest if it is not forthcoming from the ESFA. • Chair confirmed it was good news about the Eco School grant – SRv confirmed this will be a UPS project next year. 	SRv	ASAP
6.	<p>Items not already on the agenda</p> <ul style="list-style-type: none"> • None forthcoming. 		
7.	<p>Chair's correspondence</p> <ul style="list-style-type: none"> • Chair advised Governors he has received the following correspondence: • A letter from the ESFA about their assessment of our financial data. SRv advised there is a proposal to bring in some outsourced management advice. The other part of it is about working with the ESFA to pay off the deficit and PNA. Governors asked if it is worth getting the outsourced management in, and SRv is unsure of the value of it. Chair confirmed the best thing to do is to engage with ESFA in the first instance. • A letter from parents concerned about Year 5s and Year 7s and 8s mixing together in the playground. Head explained that there had been an initial meeting with parents where it was explained that we wanted feedback on the proposals and as part of that we asked for comments about mixing these year groups. In conclusion the majority view is, with careful management, both parents and students seem to support the proposal to mix. Governors asked if we have asked parents about their view of their children staying on from Year 6 into Year 7, but AHT-HLS said not yet but this is 	AHT-HLS	18/19 School Year

	<p>something for next year. Chair confirmed that SRv will write back to the parents explaining the school's view that mixing these year groups is the right decision.</p> <ul style="list-style-type: none"> A letter from a parent who objects to the terminology on the leave request form of 'requesting to withdraw their children from learning', but it was confirmed this is the ESCC agreed wording. 	SRv	ASAP
8.	<p>Governance Matters</p> <p>Primary/Secondary Model</p> <ul style="list-style-type: none"> Chair informed Governors that they need to approve the proposed Primary and Secondary schools model – carried. This to move away from the Lower, Middle and Upper school designations. Governors said parents don't know about this change and SRv said it will be added in to communications, and needs to be changed on the website. <p>Draft 18/19 Annual Planner</p> <ul style="list-style-type: none"> Chair asked Governors to comment on the draft 18/19 FGB annual planner. Governors said there appears to be no mention of the sixth form marketing plan and it should be scheduled for early in school year – Chair and SRv agreed to add this to the Oct FGB agenda. Chair said he would like to add some Governor training sessions into the dates and some away days also. Chair added he would like to put some SPG dates in there too to get more Governors input into SDP and SEF and would like to invite other Governors to come to those meetings. SRv said we need to make it clear what is the responsibility of the FGB and SPG so the roles of the groups are clearly defined. DFA said December's meeting should approve the annual accounts, and we should review financial regulations in the October meeting. Finally, the May meeting should consider the draft monitoring report. Clerk to action and reissue the draft annual planner. <p>Governor Policies</p> <ul style="list-style-type: none"> Chair introduced the Allegations against Staff policy which is the first of the Governor-responsible policies which needs to be reviewed and ratified by the FGB. Governors asked if any changes to these policies should show tracked changes. SRv advised Governors this is a policy for them to oversee and not one the SLT will ordinarily be getting involved with. Governors expressed that they need to know where policies have originally come from, ie. ESCC or authored by GH. Governors discussed about how we update the policies that are Governor controlled. Chair concluded that the SLT should come to Governors with any suggested amendments they have with these policies. Governors suggested that 2 Governors should agree to each policy with amends coming to them. Governors talked about other methods of dealing with these policies. In conclusion it was agreed the Allegations against staff policy includes some acronyms which were out of date – 'CPO' to 'AHT-B&A', for example. Governors asked if new HR manager should be included in this process and this policy in particular. SRv said this is one of the 6 policies she will be taking charge of once she starts on 9/7 and suggested she works on this policy and brings it back to a Governor – Chair volunteered to do this. Performance Management policy – Governors confirmed this has been approved previously. EYFS First Aid & Sickness – Vice Chair volunteered to take this forward and will work with FW and AHT-HLS on amending it. 	<p>SRv</p> <p>Clerk Chair Chair</p> <p>SRv/Chair</p> <p>Clerk</p> <p>HR Mgr Chair</p> <p>LB/FW</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP TBC TBC</p> <p>TBC</p> <p>ASAP</p> <p>TBC TBC</p> <p>TBC</p>
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> In the absence of RM, Chair asked DHT to provide a safeguarding update. DHT presented his report from the 'My Concern' system regarding safeguarding monitoring. DHT highlighted December and January show much higher numbers of reports than 		

	<p>any other month, and he explained that some concerns can be classified in more than one category. DHT advised that the order of categories of concern haven't changed in the history of school with 'Welfare (neglect)' being the highest issue, followed by 'Behaviour (self-harm/anxiety)' and then the numbers reduce through the other categories. DHT explained he is trying to use this data in triangulation with the Heads of Year coming to SLT feedback on year groups and students using the counselling service and trying to become more proactive with all information in terms of safeguarding. DHT explained that he is now in a situation to be able to look back over several years at trends and therefore able to plan for them, for example, bullying always peaks in September and October and then fades off. The longer school holidays always create a peak in terms of neglect concerns. DHT is aware that some students experience difficulties during school holidays and so he is trying to look at opportunities through assemblies and tutoring and PSHE provision to address certain topics at certain times so students will be familiar with the issues. In conclusion, he is trying to use the data we have proactively and asked Governors for any questions and whether his report was suitable and easy to use. Governors said this information was previously provided with a breakdown of Year groups and there had been a suggestion it was going to be broken down with attendance statistics which would help to inform RM by giving her some patterns which will help Governors have more insight in dealing with these situations. Governors suggested that students sitting their GCSEs will probably create a correlation and it is key we know this information to show we have full oversight and a strategy. Governors asked for some ideas of what Welfare (neglect) means in practice, DHT advised there is a very clear definition but its things like students being dropped off for school at 7am, not being properly provided for, ie. food, uniform, shelter or unwashed/dirty. DHT advised that on the back of the data some of the proactive activities will be about working with parents, and he has asked the Deputy Safeguarding Lead to evaluate the current provision. Governors asked how well parents respond to these interventions – DHT advised some parents do come along and we need to look at how we use the structures with parents who we don't engage with very well. DHT said there are no surprises as to which year groups have specifics of anxiety. SRv said it might help RM to visit and sit with DHT and the IT system to analyse the statistics. SRv said we are reporting more incidents recently which may be adding to the numbers. Governors said it's difficult to establish trends through the data. Governors said we should identify a small group of specific students and follow them as in-depth case studies which will give us more information about our success at intervening. SRv said issues such as resilience in exams and body image are perfect ones to examine. Governors said they would still like to see trends as well and asked if other schools share this sort of data. DHT said there is not much shared info like this apart from network of Safeguarding Leads who audit the provision in each other's schools. In meetings DHT has been to in Eastbourne he confirmed we are dealing with the same trends as other schools and all schools have seen an increase in Child Sexual Exploitation, but the most common concern is 'neglect' and 'anxiety' nationwide. SRv added that our judgements could be different from other schools. Staff now have a heightened knowledge of safeguarding and we are very vigilant. Governors said the fact we are an all through school means we need to be more alert because we have young students being around older students. Governors asked if Pupil Premium (PP) funding relates to the 'neglect' issue and could we use this funding for this. DHT said because we are an all through school we have a far higher number of siblings than elsewhere and concerns are recorded against all siblings even if only one presents concerns. Chair asked if 'food' means lack of, DHT confirmed it means a lack of or unsuitable type of food. Governors said we should edit monitoring report forms going forwards to include the impact of PP spend. Governors said we can't see everything from the data and statistics. DHT advised the software shows which staff are making reports and which have not and this is something he is picking up with those staff that are not. This to be monitored by the FGB.</p>	<p>DHT</p> <p>DHT</p> <p>DHT</p>	<p>TBC</p> <p>TBC</p> <p>TBC</p>
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<p>10.</p>	<p>Finance Matters</p> <ul style="list-style-type: none"> DFA explained that her report is self-explanatory and that some figures are difficult to reduce any further but there are still more possibilities in making the financial situation better. DFA talked about the language schools who have visited recently and as a result of this she is predicting more income. She explained they have really pinned down expenditure on most lines, but there will always be some expenditure lines which can't be predicted, such as maternity leave replacement costs. DFA explained that the school is very tight on all budget lines such as buildings maintenance and she is working hard to get back to the lifecycle plan. She explained that there are extensive summer works due to take place and AHT-A&C is working on the timetables and looking at the number of rooms needed. It has transpired that some departments have more rooms than they need so the room layout has been redesigned including new IT suites. DFA explained that in Design Technology (DT) the curriculum has changed and they now have some assets which are no longer needed and asked for the Governors' permission to sell them – such as large lathes. Governors approved sale of assets. DFA talked about the new performing arts room as a showcase. DFA and DHT have moved offices to create the IT suite for sixth form and an extra classroom. Governors asked how many static computers there will be for sixth form, DFA said 20 and this area will also be available as a teaching space. Governors said the summer programme sounds extensive and asked if it will all be done in time, and DFA assured Governors it is all planned out. PINK PAPER B DFA made governors aware of increases to staffing costs due to pay increases and pensions contribution increases coming in April. Against this backdrop income generation assumes a greater importance, and the planned summer activity club should help with income. A future breakfast club offering is also being considered. PINK PAPER C Governors asked for an options appraisal of how to meet our financial targets and this needs FGB discussion. Chair of Finance Committee expressed congratulations to DFA for her work in turning our former deficit into a surplus. PINK PAPER D <p>AHT-B&A left meeting at 7.30pm</p> <ul style="list-style-type: none"> Governors asked why some of the budget lines seem to be under or over spent. DFA said some of them, like gas, need to have excess budgets in case of a bad winter, but these will be revised as we go through the year. Governors asked why the Pupil Premium (PP) income has gone up to £110k but expenditure has reduced. DFA said some of this expenditure is not shown as PP expenditure and is in the detail as only some of it is apportioned to staff costs. Governors asked about reducing the number of columns on the report, DFA asked which ones should be removed. DFA asked if Governors would like a commentary on each line, and Governors said they would like it displayed in landscape format with a commentary, but this needs to be formatted in a way that it can be included in the combined PDF agenda pack. Governors suggested that bundling utilities together means it's not so easy to target savings on these lines and DFA said separating them out would help to work towards the Eco Schools kite-mark. SRv confirmed the new format of the budget report will be included within the Head Teacher's report going forwards, and Chair indicated he was happy with this. SRv said this will help to demonstrate more linkage between the finances and the rest of his report. 	<p>DFA</p> <p>DFA/SRv</p> <p>DFA</p>	<p>Jul FGB</p> <p>Sep FGB</p> <p>ASAP</p>
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	<p>asked why we are not logging every detention into SIMS, SRv confirmed this is a workload and capacity issue. Governors said fixed term exclusions should be logged in SIMS but this isn't reiterated within the policy, SRv agreed to add this to the policy.</p> <ul style="list-style-type: none"> Governors expressed concern that the policy could be interpreted as establishing a hierarchy of different equalities where it deals with racism and sexism separately and then bundles all other protected characteristic into one basket. SRv says it singles out the protected characteristics of racism and sexism which came out of things they wanted to highlight because of previous issues but Governors said the implication is that one form of discrimination is more important than another. DHT suggested rephrasing the first sentence to cover all protected characteristics within one would solve this. Governors asked if it should list all the protected characteristics to teach students what is included within the Equality Act. Governors stated we need to send students out as citizens of the world. Governors talked about bias being just as serious an issue as discrimination. Governors said there were also inconsistencies about the use of the word 'parent' instead of parent/carer and also gender and the terms 'his/her/she/he'. Vice Chair asked when we will be addressing Vision and Ethos. SRv said he is thinking about how best to get everyone involved as it's a big project. He concluded that in September we need to establish the Vision & Ethos of the school and think about how to plan these activities. Equality Policy. SRv explained this is a policy adopted from The Key which just needs our logo added to it and he has changed references to 'pupils' to say 'students' and references to 'Academy' have been changed to 'School' and it will be updated every four years. Governors asked if we need a Link Governor for equalities as we don't currently have one. The designated staff lead is SRv. Chair to look into this. Home/School Agreements. SRv talked about GDPR and thus the need to go out for new consent from parents. Chair talked about Governor's proposed GDPR training on 12 July before the next FGB; KR and DFA to organise. Governors asked about whether these documents should mention the Foundation and FOGH and about whether another form is absolutely necessary regarding sharing students names on a list for birthday party invitations which could just be added to the one form for simplification. SRv confirmed the advice received from our external Data Protection adviser was that we need to obtain physical wet signatures, but Governors suggested this was not technically necessary if we already have their consent on file. SRv confirmed the school is taking GDPR very seriously. Governors complained that the consents were getting very specific. Governors said we need to briefly explain the biometrics system as some people have issues with it. Policies above will be updated on the GH website shortly. 	<p>SRv</p> <p>SRv</p> <p>SRv</p> <p>Chair</p> <p>Chair</p> <p>KR/DFA</p> <p>SRv</p>	<p>TBC</p> <p>ASAP</p> <p>ASAP</p> <p>Sep 18</p> <p>TBC</p> <p>ASAP</p> <p>ASAP</p>
<p>13.</p>	<p>Any other urgent business</p> <ul style="list-style-type: none"> Governors were asked to sign and return their GDPR consent forms to SRv before leaving the meeting. Chair confirmed he will be organising some Governor training in the next school year. 	<p>Chair</p>	<p>TBC</p>
<p>14.</p>	<p>Confirmation of meeting dates</p> <ul style="list-style-type: none"> Confirmation of meeting dates for the remainder of 17/18 school year: <ul style="list-style-type: none"> Thursday 12 July 2018 <p>Chair confirmed the plan is currently for Governors to take part in a GDPR training session in advance of the next FGB on 12 July, probably for 2 hours prior to the FGB meeting – TBC.</p> <ul style="list-style-type: none"> Confirmation of meeting dates for the 18/19 school year: <ul style="list-style-type: none"> Wednesday 19 September 2018 Wednesday 17 October 2018 		

	<ul style="list-style-type: none"> ○ Thursday 6 December 2018 ○ Thursday 31 January 2019 ○ Wednesday 13 March 2019 ○ Thursday 16 May 2019 ○ Thursday 20 June 2019 ○ Thursday 11 July 2019 		
15.	<p>Meeting Close</p> <ul style="list-style-type: none"> • The Chair closed the meeting at 8.15pm 		

F E M I N A L